

SECTION 6: OPERATIONS

POLICY 6.54: Electronic Monitoring Policy

Supporting Policies

[6.16 Video Surveillance Policy](#)

[6.42 Use of Information Technologies and Resources](#)

[6.49.01 Safe Schools Policy](#)

Supporting Procedures

Video Surveillance Procedure

Supporting Protocols and Guidelines

Video Surveillance Guidelines

Supporting Templates and Forms

Other Resources

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

Guidelines for the Use of Video Surveillance (Information and Privacy Commissioner of Ontario)

Privacy and Information Management (PIM) Toolkit established for School Boards by the PIM taskforce

[Bill 88, Working for Workers Act, 2022](#)

Approved by Board Resolution #093-2022 11 01

The Algoma District School Board is committed to transparency with regard to electronic monitoring. “Electronic monitoring” refers to employee monitoring that is done electronically. This Electronic Monitoring Policy (the “Policy”) governs the Board’s use of electronic monitoring.

Application

1. This policy applies to all employees, as defined by the Ontario *Employment Standards Act, 2000* (“ESA”).

Electronic Monitoring Practices

2. The following table outlines the electronic monitoring technologies utilized by the Board:

Tool	Circumstances	How	Purpose
Vehicle telematics / GPS	All fleet vehicles	On board sensors detect and report on vehicle location, vehicle maintenance, fuel	Fleet management

		consumption, and driving statistics.	and driver safety and security
Email tracking	Continuous	Software monitors all email messages sent or received by addresses within the Board's domain.	Network security
Internet Usage	Continuous	Software monitors all internet use within the Board's domain.	Network security
EDSBY	Continuous	Software records and stores all user activity and communication.	Software functionality
Microsoft Teams	Continuous	Software records and stores all user activity and communication.	Software functionality
Electronic key fob system	Each scan	An electronic sensor creates a record each time an authorized user scans their key fob and enters the employer's premises.	Facility security
Endpoint threat detection and response (ETDR)	Continuous	"ETDR" monitors the use of workstations (programs run, files read and written, etc.) and compares it against a baseline to detect abnormalities and potential unauthorized use.	Network security
Video surveillance	Continuous	Cameras record video footage of specific areas within the Board's facility.	As per Video Surveillance Policy

- Nothing in this policy affects or limits the Board's ability to use information obtained through electronic monitoring.



Posting, Notice and Retention

4. When any amendment(s) is made to the Policy after its implementation, the Board shall provide each employee of the Board a copy of the amended Policy within 30 calendar days of the amendment(s) being made.
5. The Board shall provide a copy of this Policy to all new employees hired after its implementation within 30 calendar days of the employee commencing employment with the Board.
6. The Board shall retain a copy of this policy for three (3) years after the policy ceases to be in effect.

Amendments

7. This Policy may be amended from time to time at the Board's sole discretion. In the event that the Board amends this policy, it will provide an amended copy of the Policy to employees as outlined herein.